

DETENTION SECTION MANAGER

Purpose:

To actively support and uphold the City's stated mission and values. To assist in the planning, managing and supervision of the Police Detention Section; to provide responsible administrative support to the Detention Administrator in areas such as policy implementation and regulatory compliance. To provide administration in several elements of Detention operations, to include supervision of procurement, recruitment, scheduling, and other key components as assigned. To provide support in the development of the section's operating procedures for a 24-hour facility, and to perform complex administrative and supervisory tasks in the assigned areas of responsibility.

Supervision Received and Exercised:

Receives direction from a Detention Administrator.

Exercises direct supervision over assigned Detention Supervisors, Detention Officers and associated staff.

Essential Functions:

Duties may include, but are not limited to, the following:

- Administer the Detention Section schedules and develop staff schedules and make daily work assignments for Detention Officers, Transportation Officers, and Detention Supervisors; plan, prioritize, assign, and supervise the work of Detention Supervisors and staff
- Participate in the development and administration of the Detention Section; assign work activities, projects, and programs; monitor workflow; develop and implement policies and procedures; review and evaluate work products, methods, and procedures
- Develop and implement goals and objectives and develop and implement policies and procedures for assigned areas
- Prepare various reports on operations and activities; recommend improvements in workflow, procedures, and use of equipment and forms

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Detention Section Manager (continued)

- Supervise and assist, when necessary, in the processing of prisoners into the City detention facility
- Supervise the preparation and revision of various operating procedures, rules, and regulations upon request; assist in the development and revision of office forms and report format, as well as report preparation procedures
- Supervise the procurement expenditures of the Detention Section; provide supervision and research to procurement issues and related matters
- Supervise, provide, or coordinate staff training, to include working with employees to correct deficiencies; implement discipline procedures to assigned Detention Officer Trainees, Detention Officers, and Detention Supervisors
- Participate in the recruitment and selection process of Detention Officer Trainees, Detention Officers, and Detention Supervisors, working in conjunction with Human Resources
- Complete internal and external complaint investigations and review use of force issues
- Provide direct supervision to the Prisoner Transportation Unit, and any assigned Detention Supervisors/Officers
- Administer the Police Department's Fingerprint Services Program
- Conduct regular inspections of the Detention facility; ensure that meals are properly prepared and served to prisoners; and ensure that security walks are completed
- Supervise the investigation of vehicle accidents and any injuries that occur to staff members; prepare reports as necessary
- Proactively communicate and interact with a wide variety of individuals and groups on detention and police related issues; Work to foster an excellent relationship between the Detention Bureau and other bureaus within the Police Department as well as all of our internal and external customers; and address organizational issues in a professional and cooperative manner
- Perform related duties as assigned.

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Experience:

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Detention Section Manager (continued)

Requires the equivalent of three years of supervisory experience in law enforcement, police administration, corrections/detention. Previous detention supervisory experience is preferred.

Education:

Equivalent to an Associates Degree in police administration, criminal justice, public administration or degree related to the core functions of this position.

Licenses/Certifications

Certification as a corrections/Detention Officer from a Federal, State, County or Municipal training facility is highly desirable. Depending upon an applicant's previous experience and training, the applicant may be required to complete a Detention Academy within six months of employment.

Selected candidates must pass a Police polygraph and background examination.

Examples of Physical and/or Mental Activities:

(Pending)

Competencies:

(Pending)

Job Code: 283

Status: Exempt/ Classified